

# **AFRS**

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Agency Financial Reporting System

## **INPUT RECORD CODING ELEMENTS**

## Table of Contents

### **AFRS Input Record Coding Elements–Alphabetized**

Batch Header .....	1
Input Screens (C105P20E (IN.1.1 & C105P20Z (IN.3 [Browse]) .....	2
System Generated NOT in 950 Layout .....	7

## AFRS Input Record Coding Elements–Alphabetized

### BATCH HEADER

Data Element	Length	Description	Position
Batch Agency	4	Agency/sub-agency entering and submitting the batch.	001-004
Batch Date	6	System assigned and protected as the date the batch is input or batch interfaced in YYMMDD format.	005-010
Batch Duplicate Record Indicator	1	System assigned to indicate a duplicate transaction in the overnight process. A duplicate transaction can only exist if created by AFRS during the nightly process and will have an identical batch agency, batch date, batch type, batch number, and duplicate key of one or higher.	022
Batch Number	3	Uniquely identifies batches entered on the same date with the same batch type. A consecutive number is commonly used for each batch type for a period of time (fiscal month, year or biennium). In batch interface, the batch number is system assigned beginning with 001 and incremented by one for each batch in the interface, irrespective of the batch type, beginning at 001 for each dataset execution. For multiple same-date executions of the batch interface, the batch type must be unique to avoid the batch duplicate record indicator.	013-015
Batch Sequence Number	5	System assigned transaction sequence number.	018-022
Batch Type	2	Type of source document(s) in the batch and/or identifies the section and/or location where the batch originates. The first letter of Batch Type should not be a P, Q, W, Y, or Z. The first letter X of Batch Type will create a reversing batch, designated as a Batch Type Y in the next fiscal month. In batch interface with multiple same date dataset executions, identify batches by a unique type to avoid the batch duplicate record indicator.	011-012
Biennium	2	Biennium the transaction is posted (biennium the financial information is recognized as occurring). Biennium is the last or second fiscal year of a funding biennium.	023-024
Input Fiscal Month	2	Fiscal month the transaction is input.	025-026
Transaction Type	1	The Transaction Type for original entries will always be an 'A.' System will generate special codes for the following: B = Wrap Transactions. G = Warrant Cancellations from the automated system. H = SOL by Treasurer.	017

# INPUT SCREENS (C105P20E (IN.1.1 & C105P20Z (IN.3 [BROWSE])

Data Element	Length	Description	Position
Account Number	30	Account Number that an agency has with a vendor to which they apply their payments.	647-676
Agreement ID	11	Contractual agreement number for agency use.	695-705
Allocation	4	Identification to an agency's allocation process.	125-128
Appropriation Index (Expenditure Authority)	3	An input code that represents a source of funds and other elements from the appropriation index table.	046-048
Biennium	2	Two year budget period in which the transaction is posted. The financial information is recognized as occurring. Biennium number is the last or second fiscal year of a funding cycle.	028-029
Budget Unit	3	A combination of organization and program for appropriation expenditures.	110-112
City/Town	4	Financial information by geographic location.	116-119
County	3	Financial information by geographic location.	113-115
Current Document Number	8	Uniquely identifies a transaction to the source. The field is left justified, blank filled.	153-160
Current Document Number Suffix	2	Further describes or subcategorizes the current document number.	161-162
Document Date	6	Date the accounting event occurred in YYMMDD format.	147-152
Due Date	6	Date the warrant producing transaction is to print a warrant in YYMMDD format. If the agency does not enter a date for a warrant producing transaction, the date is system assigned as the current processing date.	173-178
Fund (Account)	3	A fiscal entity to identify financial information for specific activities or for attaining certain objectives.	049-051
General Ledger Account	4	Enter if the transaction code requires a variable general ledger account.	087-090
Input Fiscal Month	2	Fiscal month the transaction is input.	030-031
Invoice Date	8	Invoice Date supplied by vendor. Format is CCYYMMDD. Example: 20090701	639-646
Invoice Number	30	Typically the invoice number submitted by a vendor. Can also be an agency unique value. The invoice number is printed on the remittance advice.	609-638

Data Element	Length	Description	Position
IRS Box	1	Agency can leave field blank or enter appropriate code.  'Blank' = System will use the D78 to assign the IRS Box based on Sub-Object and Vendor Type.  Agency can enter one of the following: 0=Indicates the transaction is not reportable.  Reportable IRS boxes are defined as: 1=Rents 2=Royalties 3=Other Income 4=Federal Tax Withheld 5=Fishing Boat Proceeds 6=Medical & Health Care Payments 7=Non-Employee Compensation 8=Substitute Payments in Lieu of Dividends or Interest A (represents box 10)=Crop Insurance Proceeds C (represents box 13)=Gross Proceeds Paid to Attorneys D (represents box 15a)=SEC 409A deferrals E (represents box 15b)=SEC 409A Income	286
Major Group (SOURCE)	2	Highest level of classifying revenues. Primary types or groups of revenue.	077-078
Major Source (Major Group)	2	Further refinement of the major group of revenue. The specific source of revenue.	079-080
Master Index	8	An input code that represents a pre-defined combination of coding elements from the master index table. Each master index code refers to a header record and one-to-99 percentage records. Multiple percentage records should have a different combination of coding elements to which a specified percentage of the transaction amount will post. Each percentage record is a transaction and should equal 100 percent of invoiced amount.	038-045
Modifier	1	Pertains only to an encumbrance document liquidation as full 'F' or partial 'P'.	026
Month of Service	4	Actual month of service delivery for a disbursement in YYMM format.	121-124

Data Element	Length	Description	Position
OMWBE Type	1	System will automatically assign an OMWBE code based on the D78 as defined by OMWBE when field is left blank. Each disbursement that has an associated sub-object is potentially eligible for OMWBE reporting.  Allowable Codes are: B=Base (System) E=Exceptions (System or Authorized Agency) K=Purchase from Mandatory Use Contract (System or Authorized Agency) N=Expenditures to Government (System) S=Sheltered Workshop (System or Authorized Agency) O=Do Not Report (System)	193
Order ID	5	Used in conjunction with the Agreement ID for the Enterprise Contract Management System (ECMS).	706-710
Posting Fiscal Month	2	Fiscal month the transaction is posted (fiscal month the financial information is recognized as occurring).	032-033
Organization Index	4	An input code that represents some organizational coding element from the organizational index table.	059-062
Payment Exception Code	2	The Payment Exception Code is currently being used by agencies to make non-IRS reportable payments and Revenue Refunds. These Exception Codes can be used for payments when a statewide vendor number is not available or desired.  Agencies can enter one of the following: 01 – Refunds/Reissues 02 – Emergency Payroll & Related 3 <sup>rd</sup> Party Pmts 03 – Non-Employee Reimbursements 04 – One-Time Direct Grant Pymts to Individuals 05 – Other Payees with No Taxpayer ID 06 – Reissue Federally-Funded Payroll SOL (DSHS)	801-802
Payment Type	1	Displays how the Vendor will get payment when processed. Statewide Vendor will show the default Type. Agency Vendor will show the default of Batch or EFT for employees. Exception Code will display the batch default. If a Request Regular Warrant is used it will default to Regular Payment Type.	246
Posting Agency (Org/Sub-Org)	4	Agency/sub-agency to which the financial information is posted or recorded.	034-037

Data Element	Length	Description	Position
Program Index	5	An input code representing the program coding elements from the program index table.	054-058
Project	4	Identifies an operating, capital, or federal project/grant.	063-066
Project Phase	2	Identifies project phases within a single sub-project.	069-070
Reference Document Number	8	Identifies a previously entered current document number for additions or liquidations. Optional for other transactions. The field is left justified, blank filled.	163-170
Reference Document Number Suffix	2	Further describes or subcategorizes the reference document number.	171-172
Request Regular Warrant	1	Allows agencies to temporarily override the Payment type for a Statewide Vendor number by using an S=Single Warrant or an R=Summarized Return Warrant.	140
Reverse	1	Allows a reverse 'R' to the general ledgers on a previously entered transaction. The general ledger accounts are not reversed, but the posting sign for the transaction amount is reversed.	027
Sub-Object	2	Further refinement of an object of expenditure.	071-072
Sub-Project	2	Identifies sub-projects within a single grant or project.	067-068
Sub-Source	6	Further refinement of major source of revenue.	081-086
Sub-Sub-Object	4	Further refinement of the sub-object of expenditure.	073-076
Subsidiary Account Credit	8	Further refinement of a credit general ledger account.	099-106
Subsidiary Account Debit	8	Further refinement of a debit general ledger account.	091-098
Tax Type	1	Identifies the Taxpayer Identification Number (TIN) as a: Social Security Number (SSN) 'S.' Employer Identification Number (EIN) 'T.' <u>Individual Taxpayer Identification Number (ITIN) 'R.'</u>	287
Taxpayer Identification Number (in AFRS referred to as Federal Identification Number)	11	Taxpayer Identification Number (TIN) is used by the Internal Revenue Service (IRS) to associate and verify amounts reported to the IRS with corresponding amounts on tax returns. TIN types are: Social Security Number (SSN). Employer Identification Number (EIN). Individual Taxpayer Identification Number (ITIN). The TIN is required when the OMWBE-PAYMNT-FLAG is coded 'E', 'S', 'N', or 'K.'	275-285
Transaction Amount	13	The amount input for a transaction.	180-192
Transaction Code	3	An OFM pre-defined code to record an accounting event as a transaction containing one or more pairs of self-balancing general ledger account debits and credits.	023-025
Vendor Address 1	32	First line of the vendor address.	345-376
Vendor Address 2	32	Second line of the vendor address.	377-408
Vendor Address 3	32	Third line of the vendor address.	409-440
Vendor City	19	City of the vendor address.	441-459

Data Element	Length	Description	Position
Vendor Message (Trailer)	25	A message area for information that will appear on the remittance advice sent to the vendor.	288-312
Vendor Name	32	Name of the vendor.	313-344
Vendor Number	10	An input code that represents a vendor on the vendor edit table.	248-257
Vendor Number Suffix	2	Further breakdowns of a vendor number allowing multiple mailing addresses for a single vendor/payee.	258-259
Vendor State	2	US or Canadian province vendor address.	460-461
Vendor Type	1	Identifies the type of vendor. Codes are defined as: 0=Refunds 1=Employee 2=Federal Agency 3=State Agency 4=Local Government 5=Volunteers 6=Boards/Councils/Comm Members 7=Tax Exempt Organization A=Corporation-Attorneys B=LLC S Corp C=Corporations D=S-Corporation E=Partnership-Medical F=Partnership-Attorney G=LLC Corporation-Medical H=LLC Corporation-Attny I=LLC Partnership-Medical J=LLC Partnership-Attorney K=LLC S Corp-Medical L=LLC S Corp-Legal M=Corporation-Medical N=Clients-Legal Resident P=Partnerships Q=S-Corporation-Medical R=S-Corporation-Attorney S=Sole Proprietor/Individual T=Trust/Estate U=LLC Sole Proprietor V=LLC Partnership W=LLC Corporation X=Non-Profit Y=Clients-Non Resident Alien Z=Clients-Resident Alien	272
Vendor Zip Code	9	Zip or postal code of the vendor address.	462-470
UBI (Unified Business Identifier)	10	The State of Washington vendor registration number to uniquely identify a business entity.	260-269
US/Foreign Indicator	1	The US/Foreign Indicator will change the ADDRESS edits from US (Default) to Free Form so that a Foreign address can be entered.	234
Use Tax	1	Identifies subsequent Washington sales tax reporting 'T' or no subsequent reporting 'blank'.	120
Work Class	3	Financial information by an activity or a group of activities.	107-109



## SYSTEM GENERATED NOT IN 950 LAYOUT

Data Element	Length	Description	Position
CFDA (Catalog of Federal Domestic Assistance)	7	Displays the CFDA number that is associated with the Appropriation Index (Expenditure Authority) if it is on the Appropriation Index Maintenance (TM.2.1) screen.	N/A
Cost Obj (Cost Objective)	5	Displays the Cost Obj if your agency uses the Cost Allocation System (CAS) (Currently only DSHS)	N/A
CAFT (Cost Allocation Funding Type)	1	Displays the Cost Allocation Funding Type if your agency uses the Cost Allocation System (CAS) (Currently only DSHS) Always blank on initial entry and after it runs through CAS system will assign one of the following: F (Federal), S (State), N (None), or " (blank).	N/A
Function	1	Allows you to select how you want a particular screen to act.	N/A